



United Way of  
Dubuque Area Tri-States

## UNITED WAY OF DUBUQUE AREA TRI-STATES POSITION DESCRIPTION

**Position Title:** Finance/Administrative Professional

**Position Type:** Full-time Exempt

**Reports to:** President/CEO

### **RESPONSIBILITY:**

Perform a variety of accounting and administrative functions as well as administrative support for the United Way organization.

### **ACCOUNTABILITIES:**

#### **Finance:**

1. Budget preparation and monitoring, including monthly expenditure reports for the Board of Directors
2. Managing accounts receivable.
3. Updates campaign and volunteer accounts in campaign system.
4. Audits pledge envelopes processes campaign receipts.
5. Enters pledge envelopes into the campaign system.
6. Manages maintenance of campaign software for roll-over and major system updates.
7. Assists in organization of campaign materials for reporting purposes.
8. Runs reports as needed to accurately track progress of campaign.
9. Performs other duties and responsibilities as assigned.

#### **Administrative:**

1. Performs general office duties including filing, maintaining, and ordering office supplies and other clerical tasks, as needed.
2. Responding to donor inquiries.
3. Prepare and send donor invoices.
4. Sends allocation payments and maintains record-keeping for agency payments in accounting system.
5. Processes accounts payable under direction of Finance Committee Chair or another designee and the President/CEO.
6. Assists with budget preparation and monitoring.
7. Coordinates annual auditing process, providing necessary documents.
8. Prepares and administers payroll.
9. Performs other duties and responsibilities as assigned.

## **JOB SPECIFICATIONS:**

### **Education:**

1. Associate Accounting degree or equivalent experience.
2. Knowledge of accounting, accounts receivable and accounts payable systems. Experience with QuickBooks preferred.
3. Knowledge or ability to learn detailed aspects of campaign system software

### **Experience:**

1. Experience with computer applications (Microsoft office programs, including Excel).

### **Skills:**

Excellent communication, customer service, typing and computer skills. Dependability, flexibility, and ability to work well with others required with an emphasis on working within a culture conducive to maintaining a strong team.

High degree of integrity and discretion is necessary in handling confidential information.

**This position is required to sign a confidentiality agreement.**